



**REPUBLIC OF THE PHILIPPINES
OFFICE OF THE CITY MAYOR
DAGUPAN CITY**

13 March 2020

**GENERAL ADVISORY FOR BUSINESS ESTABLISHMENT AND WORKPLACE MEASURES
IN RESPONSE TO COVID-19 PUBLIC HEALTH EMERGENCY**

The City Government enjoins the business establishments and workplaces in Dagupan to adopt the following measures to prevent and contain the possible transmission of the Coronavirus Disease 2019 (Covid-19):

1. Ensure that the establishment and workplace are regularly disinfected and sanitized;
2. Increase the frequency of cleaning of commonly used areas;
3. Provide adequate hand sanitizers and alcohol at ingress and egress of the establishment, and in areas where there is human contact, such as ATM and biometric machines;
4. Carry out temperature screening of customers, employees and tenants before entry;
5. Look out for respiratory symptoms such as cough or runny nose, and refer unwell individuals to medical authorities;
6. Ensure that employees handling food wear proper safety apparel.

Employers and business establishments are also urged to take the following measures to safeguard the well-being of their employees, minimize health risk to employees and the risk of premises becoming a node of transmission:

1. To remind their employees to take care of their own health. All employers should require their employees to take their temperature regularly and check for respiratory symptoms.
2. To encourage employees to observe good personal hygiene, such as washing their hands regularly and to refrain from touching their face.
3. To pay special attention to older employees, pregnant employees and employees who have underlying medical conditions in planning their operations or work schedules. Where operationally feasible, employers should reduce exposure of such employees to frontline work.

In order to mitigate the economic impact of the prevailing health situation, the businesses are also advised:

1. To stay prepared with their business continuity plan;
2. To clearly communicate and explain to employees the measures that are being implemented as well as their roles and responsibilities;
3. For employers who manage frontline staff, to consider split team arrangements by allocating employees under alternate teams who can be deployed according to different work schedules or at different work sites to ensure continuity of services and minimize disruptions;
4. To allow employees to work from home where feasible, and review their work processes to facilitate employees to utilize flexible work arrangements;


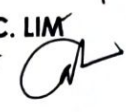


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5. To ensure plans are in place should employees be on leave of absence, quarantined or infected;
6. To cancel or defer non-essential large-scale events. Those who choose to proceed should take additional precautions;
7. To ensure alternative arrangements with suppliers and customers so that business operations can continue.

Employers and business establishments should refer to the latest health advisories issued by the DOH and the City Health Office. The hotline number of City Health Office is (075) 522-8206.

It is my fervent hope that our employers and business establishments do their part in preventing the transmission of Covid-19 in Dagupan. This is high time for us Dagupeños to come together. After all, this is our City, our shared responsibility.


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